

07 M1

Procurement Office Directive No. 15/1

SUPD 7: Procedure for Building Supply Officer

25X1A9a

Procurement Office Directive No. 15, dated 13 April 1951, is amended as follows:

1. Paragraph 2 n is rescinded and the following text substituted:

"2.n. Receives and coordinates with Administrative Services all requests for building and/or equipment repairs and maintenance service. This will include installation of fans, air conditioners, electric outlets, light fixtures, etc."

ILLEGIB

2. Paragraph 2 o is added as follows:

"2.o. Receives and coordinates with Administrative Services requests for all moves involving office equipment, telephones, buzzer systems, and partitions. Requests for changes in telephone service or buzzer systems should be accompanied by sketches indicating telephone extensions, buzzers, room numbers, and any other pertinent information required."

File
R

25X1A9a

Chief of Procurement

WWW/jab

cc: AVE Chrono
Advisor for Management
BSO File

Supply Chrono

Document No. 008
No. of pages in Class.
1100-12000
Class, Control No: TS S C
Date of issue, 4 Apr 77
Auth. No. 1763
Date: 24/3/78 By: one

REF ID: A656